



<b>Job Title:</b>	Registered Dental Assistant Floater	<b>FLSA Status:</b>	Non-Exempt
<b>Grant Funded:</b>	N/A	<b>Grant Number:</b>	N/A
<b>Grant Position</b>	N/A	<b>Grant End Date:</b>	N/A
<b>Reports To:</b>	Dental Practice Manager/Director	<b>Union Position:</b>	Yes
<b>Approved By:</b>	Chief of HR, Legal, and Compliance Officer	<b>Department:</b>	Dental
<b>Approved Date:</b>		<b>Jobs Supervised:</b>	No

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**OUR MISSION:** is to eliminate health disparities and foster community well-being by providing and promoting the highest quality care in Los Angeles, San Bernardino, and Riverside Counties.

**OUR VISION:** St. John's Community Health will be a leader, catalyst, and model for the best care, long-term community health improvements, and sustainable, health-enhancing system and structures in Southern California.

#### **OUR CORE VALUES**

##### Dignity

We honor and respect every person we encounter—whether patient, colleague, or community member—as a valued part of the human family.

##### Excellence

We support and champion the best standard of care, personal and professional growth, accountability, creativity, teamwork, and a steadfast commitment to quality.

##### Well-being

We promote and advocate for the full integration of our patients' physical and mental health in order to enable them to participate in their own health improvement and become active and responsible members of a vibrant and just community.

##### Social Justice

We collaborate with others to develop systems, organizations, and programs to advance equity and fairness in allocating community resources, and to empower and address the needs of all community members, especially the most vulnerable and disadvantaged members.

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#### **JOB SUMMARY**

The Registered Dental Assistant (RDA) is responsible for assisting the Dentist in patient care by discussing the patient's needs and concerns. The RDA performs duties such as: prepare the patient for treatment, assist the dentist in performing treatment to the patient in restorative dentistry or oral surgery, prepare materials and equipment for treatment and have ready for the dentist's use, take x-rays assist the dentist in the laboratory work. May perform other related work duties to included, but not limited to, making appointments, answering the phone, ordering supplies and doing dental billing.

**Note: If hired as a floater, the incumbent may travel between all Company sites to provide care.**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a combination, but not necessarily all, of the following duties:

- Actively participate in the Perfect Patient Experience by striving to keep our patients' focused on optimal treatment, while attending to their individual concerns and promoting the good qualities of the doctor.
  - Maintain a clean, sterile, and calm environment where our patients feel comfortable, prepare them for treatment, and assist the doctors — thereby enabling doctors to provide efficient, quality dental treatment.
  - Obtain dental history and/or records from patient (review patient health history and care slips);
  - Ensure the health history is updated for all returning patients.
  - Escort patient to/from the front desk and introduce them to the exit clerk.
  - Prepare tray setups for dental procedures and maintain adequate supply levels in each operatory replenishing and needed.
  - Complete x-rays for adults and Pedo (children) patients as appropriate.
  - Sterilize and disinfect instruments and equipment.
  - Instruct patients on postoperative and general oral health care.
  - Prepare materials for making impressions and restorations.
  - Maintain an appropriate professional appearance and demeanor in accordance with Company policy.
  - Maintain all logs required for St. John's dental equipment, in compliance with prescribed auditing tools.
  - Maintain monthly check of Emergency Medical Kit, oxygen tanks and oxygen masks (adult and children)
  - Maintain adequate inventory of dental supplies.
  - Place orders for dental supplies.
  - Demonstrate oral hygiene care procedures and techniques.
  - Perform prophylaxis on children and apply fluoride treatment.
  - Hand instruments and materials to dentist as needed and keep patients' mouth dry and clear using suction or other devices.
  - Record patient charting and all doctor notes on treatment record. Ensure the doctor signs the treatment record consents and healthy history.
  - Act in accordance with those set forth, per the applicable State's Dental Auxiliaries.
  - Clean each operatory, in accordance with the American Dental Association guidelines.
  - Maintains strict compliance with State, Federal and other regulations, (e.g., OSHS, WC, Dental Board, HIPAA ADA, FEHA, DOL, HR policies and practices)
  - Electronic Health Record (EEHR) inputting of prescriptions and patients' chart.
  - Attend meetings, trainings, and other work-related events as needed.
- Other duties may be assigned, or be modified, as business needs dictates.

**Responsibility to Team** – actively support assigned team/department by participating in and supporting all team/departmental initiatives, proactively communicating with supervision, meeting assigned goals and objectives, and committing to embracing process improvement initiatives.

**Responsibility to Organization** – actively support SJCH by consistently meeting St. John's Mission, Vision, and Values; modeling positive interactions with patients, staff, and community; keeping informed of internal (e.g., policies and procedures) and external (e.g., legal or political matters) which may affect business.

**Additional Duties** – as assigned.

**For Grant Funded Positions** – if position is grant funded, grant specific duties which may be in addition to the above are attached with employee attestation herewith.

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## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education & Experience**

- High school diploma or GED preferred.
- One year RDA experience.
- Medical Technology knowledge.
- Bilingual English/Spanish required (read, write and speak).

### **Licensure:**

- Registered Dental Assistant license.
- CPR license

### **Additional Requirements:**

- Valid driver's license and reliable transportation.
- Ability to be covered by car insurance as required.
- Ability to drive and travel by car as needed.
- Flexibility to travel between Los Angeles, San Bernardino, and Riverside Counties as needed.

### **Language Skills**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Synthesize complex or diverse information. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret situations, characteristics, behavior, etc. and respond appropriately.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS Outlook, MS Excel, MS Word, and Internet software. Electronic Health Records experience preferred and knowledge in Dentrix, eCW, and BridgeIT.

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## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various CCHPP institutions and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee establishes and maintains effective work relationships with co-workers and customers, maintains regular attendance, understands and carries out a variety of oral and written instructions, has knowledge of proper English usage, grammar, punctuation, spelling, and vocabulary, has the ability to learn office principles, practices, and methods, understands filing systems, including numerical, alphabetical, and chronological, learns a variety of procedures, policies, and services of the assigned work unit or program, performs assigned duties with efficiency and accuracy and maintains confidentiality.

The employee will be working in a normal office environment with exposure to moderate noise, dust, temperature, etc. During community meetings and outreach activities an employee may be subjected to a variety of locations and situations including community centers and large meeting rooms; this may involve varying noise levels, temperature, dust, or other environmental differences.

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**NOTE**

The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. It is not to be constructed as an exhaustive statement for essential functions, responsibilities, or requirements. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

I understand the essential functions of this position and I am able to perform the functions of this position with or without accommodation.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**